



## National Aeronautics and Space Administration

### Recent Graduate Participant Agreement

<b>Recent Graduate's name</b>	<b>Center and organization name</b>
<b>Position title, series, grade, step, and starting salary</b>	
<b>Duty location (city and state)</b>	
<b>Appointment starting date</b>	<b>Appointment expiration date</b>
<b>Work Schedule:</b>	
<b>Recent Graduate's Responsibilities</b> <ul style="list-style-type: none"> <li>Work with your supervisor to create an Individual Development Plan (IDP) within 45 days of appointment</li> <li>Work with your supervisor to select a mentor within 90 days of your appointment. Your mentor must be outside of your chain of command</li> <li>Meet regularly with your mentor</li> <li>Successfully complete all training and developmental assignments required by your IDP</li> <li>Successfully perform the duties in your position description</li> </ul>	<b>Supervisor's Responsibilities</b> <ul style="list-style-type: none"> <li>Provide the Recent Graduate with information on the RGP requirements</li> <li>Provide the Recent Graduate with a position description upon appointment</li> <li>Provide the Recent Graduate with a performance plan within 30 days of appointment</li> <li>Ensure that the Recent Graduate has an approved IDP within 45 days of appointment</li> <li>Assist the Recent Graduate in selecting a mentor within 90 days of appointment</li> <li>Ensure that the Recent Graduate has the opportunity to complete all training and developmental assignments required by their IDP</li> <li>Supervise daily work activities and provide ongoing feedback on performance</li> <li>At the completion of the Program, provide recommendation for possible conversion to the competitive service</li> </ul>
<b>General Description of Duties</b>	

<b>Training Requirements and Mentoring Opportunities</b>
<p>You are required to have an Individual Development Plan (IDP) approved within 45 days of your appointment. Your IDP must address the training and development requirements that you must successfully complete in order to be eligible for conversion to the competitive service. At a minimum, your IDP must include at least 40 hours of formal, interactive training per year. Mandatory annual training, such as information security and ethics training, does not count towards the 40-hour requirement.</p>
<b>Performance Evaluation</b>
<p>Your performance plans and evaluations will be completed in accordance with NPR 3430.1, NASA Employee Performance Communication System. Your supervisor is required to provide you with a performance plan within 30 days of your appointment.</p>
<b>Eligibility for Promotion</b>
<p>You may be promoted while you are in the Recent Graduate Program if you meet the qualification requirements. Promotion is not guaranteed.</p>
<b>Requirements for Continuing in the Recent Graduate Program</b>
<p>To continue in the Recent Graduate Program, you must:</p> <ul style="list-style-type: none"> <li>• Maintain acceptable performance</li> <li>• Maintain United States citizenship</li> </ul> <p>The duration of your Recent Graduate appointment is a trial period. Reasons for termination during the trial period may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Unsatisfactory performance</li> <li>• Misconduct</li> <li>• Inability of NASA to retain you, for administrative reasons (e.g., budget constraints, lack of work)</li> </ul>
<b>Eligibility for Conversion</b>
<p><b>Eligibility for conversion does not guarantee conversion or continued employment.</b></p> <p>Conversion may be to a term or a permanent appointment. At NASA, term appointments last from one to six years. If you are converted from a Recent Graduate appointment to a term appointment, you may later be converted to a permanent appointment without further competition.</p> <p>To be eligible for conversion, you must:</p> <ul style="list-style-type: none"> <li>• Be a United States citizen</li> <li>• Successfully complete at least one year of continuous service on a Recent Graduate appointment</li> <li>• Successfully complete all training and developmental assignments required by your IDP</li> <li>• Receive a favorable recommendation for conversion from your supervisor</li> <li>• Have demonstrated successful job performance that results in a rating of record (or summary rating) of at least Fully Successful (Level 3) or equivalent</li> <li>• Meet the qualifications for the position to which you will be converted</li> </ul>

<b>I understand and will abide by the terms of this agreement.</b>		
<b>Recent Graduate</b>		
_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
<b>Supervisor</b>		
_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
<b>Human Resources Official</b>		
_____	_____	_____
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>